

DMSWG December 17, 2007 Telephone Conference Summary (1:30-2:00 PM Eastern)

Members in attendance: Albert Jones, Dennis O'Hern, Gregg Bray, Gretchen Jennings, Kathy Knowlton, Lauren Dolinger Few, Mike Quach, Patty Zielinski, Scott Sauri, Tina Chang, Vivian Matter

Members not in attendance: Bruce Joule, Carlos Rivero, Chad Hanson, Fred Golofaro, Geoff White, Ricky Gease

- **Action Item: regional coordinators need to coordinate with L. Few as point of contact within S/T to delegate work related to populating the Project #1 template with information on the federal programs. DONE** S/T staff has offered to handle uploading that information since they already have a great deal of material. However, each coordinator should contact L. Few and be specific on how programs are delegated.
- Chair reviewed suggestion from T. Chang last conference call to create some form of "Parking Lot" for issues/ideas that we can either not resolve at that time or are subjects for other WG's, etc. Rather than having them isolated in various conference call summaries, or meeting minutes, having them in one location might be helpful. No one voiced any opposition, and there was some support for the idea in general.
Action Item: The Chair will create a simple Word document, though it may later reside on the collaboration tool for updates and availability to all WG members. DONE
- S. Sauri provided update on progress with collaboration tool. He is finishing a 3-4 page mini-manual for initial review. Rob Andrews will set up a training session with WG Chairs, to be followed by sessions with interested WG members, or Scott can work one-on-one as necessary.
- V. Matter – during the last call, both a Word and Excel format was discussed for the Project #1 template. However, as she has been working on the design, and talking with others, an alternate format of web-based database has become an option. With the information entered directly into a database, it will be easier to query later, as well as prevent multiple copies from existing. S. Sauri has identified resources at S/T IT that are available to create the database based on Vivian's template. C. Rivero will also be contacted since he previously mentioned having something that might be similar and can either be built upon for our needs, or at least serve as an example for our efforts. One option would be a web-based form that resembles Word. There are more options such as pull down menus that can be pre-populated to improve consistency. It would not be complex, and cut/paste from other documents would be available. They are also looking into an option to upload full supporting documents as long as they are "searchable" as part of queries later. V. Matter discussed the point that even though full documents may be uploaded, coordinators should still strive to get as much useful information as possible in the actual database fields so that everyone is completing it the same way; think about answering the question of each field directly, not just referring to an uploaded document.

- There was a lot of discussion on the need to beta-test a draft during a test phase prior to all coordinators uploading the majority of their information. We need to pick a test case data collection program – could either go with simple or complex for a trial run. There was general consensus that choosing a more complex one for testing would be more thorough and test limits of our basic template.
- V. Matter reminded WG that it was important to remember that this project will serve not only as the basis for Project #2, but also beginning information for other WG projects, and possibly some outside our WG.
- S. Sauri – timeframe for a draft skeleton is 1-2 weeks; timeframe for actually entering data full scale is probably at least second week of January.
- There was general consensus and approval to use a web-based database for Project #1.
- **Action Item: V. Matter will follow-up with P. Zielinski for issues related to beta testing using the MRFSS intercept survey as the test program. DONE**
- **Action Item: V. Matter will follow-up with B. Sauls from the For-Hire Workgroup. DONE** They intend to complete a similar review limited to for-hire programs by January 2008. Will they want to upload their information into our dbase once available? What format are they planning for their review?
- **Action Item: V. Matter will contact C. Rivero concerning the potential for his program to serve as a basis for Project #1 design. DONE**